



PROFESSIONAL SERVICES BULLETIN

Submittals for projects
appearing in this
*Professional
Services Bulletin*
are due by
**11:00 a.m.,
December 10, 2009**

The projects from this
bulletin will be
presented at the
**February 9, 2010
Board Meeting.**

NOTICE TO RECIPIENTS:

Please read carefully and follow all rules and instructions in this document.

REMINDER: You are able to access the 255 Form (**REVISED 05/09**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 11/23/09.

Board Meeting results can be found on CDB's website
February 9, 2009.

CDB's Internet Address:
www.cdb.state.il.us

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PROFESSIONAL SERVICES BULLETIN

GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, www.cdb.state.il.us.

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee
Capital Development Board
3rd Floor, William G. Stratton Building
401 South Spring Street
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
 - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
 - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).
- In accordance Public Act 095-0971:
 - a) If the Prime A/E is required to be registered with the Board of Elections, then the registration certificate must be submitted with the 255 form.

PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

SUBMITTAL PROCEDURES:

- **REMINDER: You are able to access the REVISED 255 Form located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.**
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal. One (1) copy of the Board of Elections registration certificate is necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.
- The original submittal must contain the signature of the firm's president, vice president, partner

or sole owner or any other person authorized to execute business for the firm.

- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Including any individual previous contract values can result in rejection of the submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).
- Failure to comply with Public Act 095-0971 reporting requirements, if not remedied within five business days, will result in rejection of the submittal(s).

SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website (www.cdb.state.il.us) the day after the Board Meeting as designated on the respective bulletin cover.

FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
 1. The project type classification.
 2. The scope of basic services required to complete the agreed upon project scope.
 3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
 4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

IMPORTANT ETHICS REQUIREMENTS FOR VENDORS TO THE STATE OF ILLINOIS

On September 25, 2008, the Illinois legislature passed Public Act 095-0971 (the “Act”), which contains new registration and reporting requirements for many State vendors and bidders, as well as additional limitations on campaign contributions by these entities and their affiliated entities. The full text of the Act, as well as a Fact Sheet about it, may be found on the Illinois Procurement Bulletin, www.purchase.state.il.us.

Public Act 095-0971

The Prime A/E will need to certify whether or not registration with the Board of Elections is applicable. This certification is provided in the revised 255 form. If registration is required, then the Prime A/E will need to provide the certificate with each 255 submittal.

Public Act 095-0971, effective January 1, 2009, requires that any bidder/vendor be registered with the Board of Elections if 1) the company’s annual total of bid/proposals on State contracts in a given calendar year exceed \$50,000; 2) the company’s annual total of bid/proposals on State contracts, combined with the annual total of State contracts already awarded in a calendar year, exceed \$50,000; or 3) the company’s annual total of State contracts already awarded in a calendar year exceed \$50,000. The Act also contains limitations on campaign contributions by State Vendors and their affiliated entities.

The 255 form is considered a proposal and, therefore, is subjected to the above requirement. Although exact contract amounts are not determined until negotiations are completed, projects typically listed in the bulletin could have total professional services contract values in excess of \$50,000. Therefore, by submitting the 255 form(s) your firm may need to place an emphasis on registering with the Board of Elections.

The CDB 255 form has been updated to include this new requirement. Each submittal is required to use the revised 255 form and must comply or it will result in rejection of the submittal.

CDB PROJECT NO. 040-080-001
Department of Veterans' Affairs
Plan and Begin Veterans' Home
Chicago Veterans' Home - Cook County

CDB PROJECT MANAGER: Jane Gucker

APPROPRIATED AMOUNT: \$17,000,000

ESTIMATED TOTAL PROJECT COST: \$65,500,000

INTERVIEW LEVEL

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$5,000,000

PROJECT FEE CLASSIFICATION: Group I N

NOTE: This advertisement is for A/E Services only. Advertisement for CM Services will be in a future bulletin.

The scope of work provides for planning, design and construction of a 200-bed veterans' home to be located on a portion of the Chicago-Read Mental Health Center site. This facility will provide skilled care for Illinois veterans, including accommodations for Alzheimer's care. Compliance with the requirements of the United States Department of Veterans' Affairs (USDVA) and the Illinois Department of Public Health (IDPH) is required. The USDVA requires design in conformance with the Community Living Concepts (CLC). Familiarity with both CLC and Greenhouse concepts for senior living and requirements of IDPH is recommended for firms submitting for this project.

Evaluation of the existing site, circulation patterns and parking needs will be required to optimize the location of the building on the site. It will be necessary to consider the needs of both Chicago-Read Mental Health Center and the Veterans' home. Firms must have experience with projects located in Chicago, and on urban sites. All site investigations necessary prior to start of construction on this site, will be the responsibility of the selected A/E.

Support services, including administration, laundry, dietary services and maintenance will be included with the veterans' care facility. Delivery services for those activities must be considered in site planning.

This facility requires a minimum of LEED Silver Certification or a Green Globes two-globe rating.

The A/E and its consultants will be required to perform the design using a 3-Dimensional Model (Building Information Modeling or BIM).

CDB will retain the services of a Construction Manager (CM) for this project. The CM will retain the services of the Commissioning Agent as required for green building certification. The CM will also serve as coordinator of the green building certification process.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 546-325-066
Department of Military Affairs
Install Geothermal System - AGO Building
Camp Lincoln (Springfield) - Sangamon County

CDB PROJECT MANAGER: Gary Kitchen

APPROPRIATED AMOUNT: \$1,680,000 (Federally Funded)
ESTIMATED TOTAL PROJECT COST: \$1,680,000 (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000

PROJECT FEE CLASSIFICATION: N/A Federal Fee Table

The AGO Building (Illinois National Guard State Headquarters' facility) is an 87,669 square foot, four-story masonry and steel frame building constructed in 1978.

The scope of work provides for retrofitting or replacing the boiler/chiller equipment in the AGO Building with a geothermal system, including analyzing the ground water in the subsurface Panther Creek Number 2 mine located below Camp Lincoln for suitability as the well field and the capability to expand the system to other Camp Lincoln facilities.

- The project must be designed and construction contracts awarded by **September 30, 2010.**
- The project orientation meeting will be held on **February 10, 2010.**
- The federal funding is from the Department of Energy via the American Recovery and Reinvestment Act (ARRA) and all ARRA requirements apply.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 630-000-128

Department of Transportation

Renovate for Female Restrooms - Edens, Hillside, Grayslake, Woodstock, Northbrook

Renovate Maintenance Building - Eisenhower

District 1 - Statewide Program

CDB PROJECT MANAGER: John Price

APPROPRIATED AMOUNT: \$1,175,000

ESTIMATED TOTAL PROJECT COST: \$1,175,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group II R

The Edens Expressway Maintenance Storage Building is a 10,800 square foot, two-story brick building constructed in 1955. The Hillside Maintenance Storage Building is a 9,360 square-foot, two-story building constructed in 1957. The Grayslake Maintenance Storage Building is a 7,776 square foot, one-story building constructed in 1955. The Woodstock Maintenance Storage Building is a 6,048 square foot, two-story building constructed in 1957. The Northbrook Maintenance Storage Building is a 21,012 square foot, one-story building constructed in 1963. The Eisenhower Expressway Maintenance Storage Building is a 17,204 square foot, two-story brick building constructed in 1961.

The Edens, Hillside, Grayslake, Woodstock and Northbrook Maintenance Storage Building's scope of work provides for renovating for female restrooms, including reconfiguring interior space or a possible addition, modifying the electrical, mechanical, and plumbing systems, and increasing the number of fixtures in the men's toilet room.

The Eisenhower Expressway Maintenance Storage Building's scope of work provides for replacing seven floor drains in the truck parking bays and tuckpointing the exterior walls. The scope of work also provides for upgrading the mechanical system, including controls and associated duct work.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 630-000-140
Department of Transportation
Various Improvements - St. Charles and Elgin
District 1 - Statewide Program

CDB PROJECT MANAGER: Mohammad Haq

APPROPRIATED AMOUNT: \$737,000
ESTIMATED TOTAL PROJECT COST: \$737,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The St. Charles Maintenance Yard is a 64,697 square foot, nine-building facility constructed in 1986. The Elgin Sign Shop is a 66,553 square foot, eight-building facility constructed in 1956.

The scope of work at the St. Charles Maintenance Yard provides for replacing the 82' diameter salt storage dome roof, including replacing water damaged panels and repairing the entrance overhang. The scope of work also provides for repairing the seam metal roof on the Maintenance Facility and residing the truck storage and main office buildings, including flashing around the overhead doors.

The scope of work at the Elgin Sign Shop provides for replacing garage door lintels, including increasing the door widths for 12 existing doors and repairing and repainting 13 lintels, including abating lead paint. The scope of work also provides for replacing operators and controls for 14 sectional doors and replacing miscellaneous accessories for 6 manually operated sectional doors.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 630-356-004
Department of Transportation
Construct Weigh Station I-70 Westbound
Marshall Illinois, Clark County

CDB PROJECT MANAGER: John Begue

APPROPRIATED AMOUNT: \$150,000
ESTIMATED TOTAL PROJECT COST: \$500,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III N

The I-70 weigh station is a 450 square foot, one-story brick building constructed in 1973.

The scope of work provides for constructing an approximately 530 square foot weigh station, including two restrooms, an office, work area, a mechanical room, storage, wind breaks, and exterior lighting. The scope of work also provides for demolishing the existing 450 square foot weigh station.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 830-010-336
University of Illinois
Oak Street Library Facility - Phase III
University of Illinois Urbana-Champaign

CDB PROJECT MANAGER: Kirk Fernandes

APPROPRIATED AMOUNT: \$6,125,841
ESTIMATED TOTAL PROJECT COST: \$6,125,841

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II N

The University of Illinois at Urbana-Champaign is a 17,469,000 square foot, 579-building facility constructed in 1878.

The scope of work includes developing bridging documents for a design build project. The project is to construct a 9,800 gross square foot, open bay building addition to the north side of the existing Oak Street Library Facility at the University of Illinois Urbana-Champaign located at 809 South Oak Street. This addition, which is Phase III of a four phase project, must follow the University's building master plan requirements which include matching the existing shelving, book retrieval and HVAC systems. These requirements include, but are not limited to, a low-humidity and low constant temperature space with an automated book retrieval system, special sliding compact metal storage shelving racks on a super flat floor, which will be directly and individually sprinkled with an automated fire sprinkler head in each rack area.

The firm selected to design the bridging documents must have prior experience in developing this type of document and should have experience as part of a design build team.

The bridging documents will include but not be limited to:

- Project Intent
- Site Layout
- Building Configuration
- Program Elements
- Required Building Components such as Security Systems, etc.
- Quality Standards for Building Components
- Single Source Items
- U of I Facilities Design Standards & Guidelines

The firm may be required to provide observation/quality assurance services during construction.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.
